

## 3. Online Info-Session for Exchange Students

31st of January 2024 12:00 (Bremen Time)





## **Agenda**

- Learning Agreement / Study Plan
- E-Learning System StudIP (Course Registration)
- Questions and Answers





## **Learning Agreement**

- Assistance in selecting the courses and all questions concerning the selection of courses, the Learning Agreement and ECTS points should be directed to the Coordinators in the appropriate department/faculty.
- Erasmus students should contact their <u>Departmental Erasmus Coordinator</u>
- Students coming from our partner universities outside the European Union should contact their <u>International</u>
   <u>Cooperation Coordinator.</u>
- The <u>course catalogue</u> for the winter semester is already online



## **Access Data for University Account**

- You will receive the access data for your Uni Bremen account(@uni-bremen.de) when your enrollment is completed
- Your enrollment is completed, when the Student Office has received:
  - ❖ Your scan of the form "Acceptance of a Study Place" (send to <u>master@vw.uni-Bremen.de</u>)
  - Electronic confirmation of sufficient health insurance by either AOK or TK (ESMV)
  - ❖ The payment of your semester contribution as stated in your Admission Letter
    - ❖ Mind the purpose for transfer: Only the applicant number, not the name, birthday or semester

Check in your account in MOIN if all items on the checklist are ticked off.



## **Enrollment at the University of Bremen (MOIN)**

#### **Confirmation of Enrollment**

Gaststudium				
Name	Description	additional Comments	Remark	set
lmmatrikulation Heimatuniversität / Home University Matriculation	Weisen Sie bitte nach, dass Sie an Ihrer Heimatuniversität eingeschrieben sind. / Please now provide proof that you are matriculated at your home university.			1
Bescheinigung Heimatuniversität / Confirmation of Home University	Weisen Sie bitte nach, dass Ihre Heimatuniversität ein Auslandsstudium empfiehlt. / Please now provide proof that your home university requires a stay abroad.			1
Nachweis Deutschkenntnisse / German Language Level	Weisen Sie bitte Ihre Deutschkenntnisse nach. / Please now provide proof of your German language level.			1
Bestätigung Fachbereich / Confirmation of Faculty	Weisen Sie bitte die Bestätigung des Fachbereiches der Universität Bremen nach. / Please now provide confirmation from your Faculty at the University of Bremen.			1
Studienplatzannahme / Acceptance of Study Place	Reichen Sie bitte die unterschriebene Annahmeerklärung ein. / Please submit the signed declaration of acceptance.			1
Krankenversicherungsnachweis / Proof of Health Insurance	Reichen Sie bitte Ihren Krankenversicherungsnachweis von einer gesetzlichen Krankenkasse ein. / Please submit proof that you have statutory health insurance.			1
Semesterbeitrag / Semester Dues	Begleichen Sie bitte den Semesterbeitrag, um den Studienplatz anzunehmen. / Before you can take up your study place, you must first transfer the semester dues.			1



## **Access Data for University Account**

- The activation code for your University account will be sent to you by the "Zentrum für Netze" (ZfN = IT services) as soon as the enrollment at the University of Bremen is completed
- Use your access data for your personal email account (....@uni-bremen.de), for MOIN and for the e-learning platform "Stud.IP"
- Keep the password and your login safe!
- Check both inboxes (Webmail and StudIP-Emails) on a regular basis



# 1. Activation of your university account

Zentrum für Netze (ZfN)

ZfN Webmail

#### Activation of your university account

<b>Please</b>	click	here	for	the
	lin	k!		•

	Register	
Language:	English	~
Activation-Password::		
Activation-ld::	@(	uni-bremen.

Please take notice: If you already have an account at the University of Bremen (for example because of earlier studies) you will not get a new account. Just ignore the account data you received on your leporello and continue using your old account. If you do not have your old account data anymore please contact the account administration office.

In case of problems activating your account please try the onlinetools to see if your account has already been activated, or contact the user management:

email: account@uni-bremen.de

phone: +49 421 218 61334





## 2. Log in to webmail

## Please click here for the link!





Zentrum für Netze (ZfN)

#### Webmail

Einstellungen zu setzen. Wenn kein Name angegeben w werden Sie immer wieder, nach dem Login auf der entsprechenden Webseite nach Ihrem Namen gefragt. Wenn Sie ihr Passwort vergessen haben, können Sie es zurücksetzen.  Benutzername  @uni-bremen.de  Passwort  Deutsch		en Namen in den Persönlichen
entsprechenden Webseite nach Ihrem Namen gefragt.  Wenn Sie ihr Passwort vergessen haben, können Sie es zurücksetzen.  Benutzername  @uni-bremen.de  Passwort  Deutsch		
Wenn Sie ihr Passwort vergessen haben, können Sie es zurücksetzen.  Benutzername  @uni-bremen.de  Passwort  Deutsch		
Benutzername  @uni-bremen.de  Passwort  Deutsch	isprechenden webseite	mach infelli Namen gerragt.
Benutzername  @uni-bremen.de  Passwort  Deutsch	enn Sie ihr Passwort ver	gessen haben, können Sie es hie
@uni-bremen.de Passwort  Deutsch	rücksetzen.	
@uni-bremen.de Passwort  Deutsch		
Passwort  Deutsch	nutzername	
Passwort  Deutsch		
Deutsch <b>▼</b>		@uni-bremen.de
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Login	eutsch	•
Login	177.17	
	Login	
		-00

#### ZfN-News

07.01.2020

#### Uni-Accountverwaltung und ZfN am 14. Januar 2020 geschlossen

Aus betrieblichen Gründen bleibt am 14. Januar 2020 die Uni-Accountverwaltung und das Zentrum für Netze (ZfN) geschlossen!

mehr

23.09.2019

#### Online-Bearbeitung von Dokumenten

Ab sofort ist die Online-Office-Anwendung OnlyOffice testweise in Seafile integriert. Dokumente in den verbreiteten Formaten docx, xlsx und ppts können damit online bearbeitet werden, auch durch mehrere Nutzer gleichzeitig.

mehr



Alle Meldungen



#### International Office

## 3. Log in to Moin





## Please click here for the link!

#### Ciao? Hi? Hello?

#### MOIN!

#### Now new in digital: MOIN.

The newly designed university online information network: For all students and teaching faculty of the University of Bremen. Data, applications, documents-simply manage everything online. Why not check it out right away?

The online information network MOIN is at your disposal 24/7. It contains the most important information on your studies in digitized form, enabling you to see exactly where you stand, what you still have to do, and the options available to you in future.

On the right, please enter the first part of your university e-mail address in front of the @-sign and add your password. To apply for a place at the University of Bremen, you can create a user account under "Application" above.

#### Are you experiencing problems registering with MOIN?

This can have the following reasons:

1. The user name for the university account (not applicant account) is wrong or misspelled or the password is entered incorrectly.

Please first check that your login data (xxxxx@uni-bremen.de), is correct by logging in at Webmail

If you cannot log in there, you can find help for self-help at overview

2. You do not yet have a university account, although you are newly enrolled.

This is the same problem as above. We have to ask you to be patient; you will be informed what to do by mail.

3. You were enrolled as a student and received a university account, but it is not possible to register in Moin, at webmail.uni-bremen.de and StudIP.

Your university account will be deactivated 18 months after graduating and being removed from the student register. Please create an applicant account if you want to try again.

#### Further information:

From 0:00 a.m. to 3:00 a.m. and Wednesdays from 6:30 a.m. to 9:00 a.m. (CET/CEST), it is not possible to access the online portal.

As a student you already have an account. Your username for this is your university account, i.e. the first part of your university e-mail address (before @uni-bremen.de).

Please note that only passwords with a maximum length of 20 characters are possible on this portal. If you use a longer password for your university account, please contact ZfN to change it.

https://moin.uni-bremen.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=CHANGELANGUAGE&ARGUMENTS=-N0000000000001,-N001



### 4. VPN

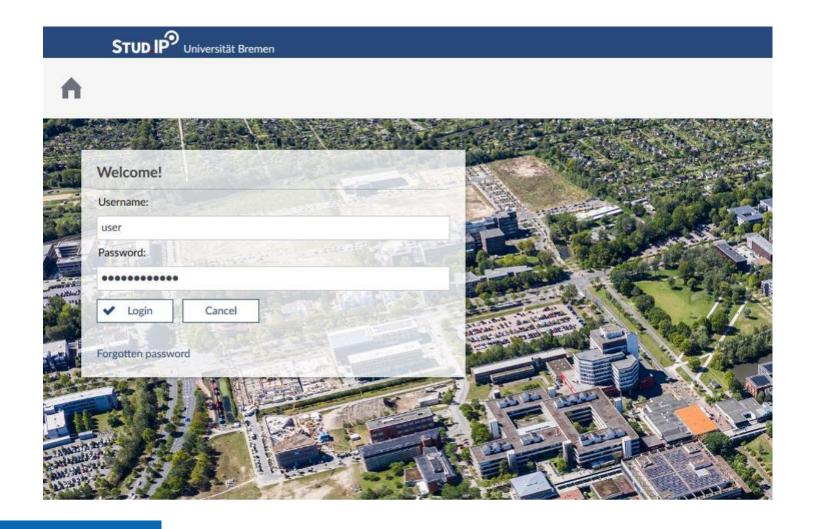
#### Access to Stud.IP is not possible without a VPN if you are not on campus!

- → You can download the VPN "Cisco AnyConnect Secure Mobility Client" for free
- → Go to this website to choose the right programme for your computer (Mac, Windows, etc.) and follow the instructions
- → For the download, you will need your @uni-bremen.de email and password
- → To install the programme, please follow the instructions on the website
- → To connect, enter
  - Group: Tunnel-All-Traffic
  - Username: The part in front of the @uni-bremen.de from your email address
  - Password
  - You have to connect again every time, it doesn't save the login details
  - You can also do this for your phone, tablet, etc.



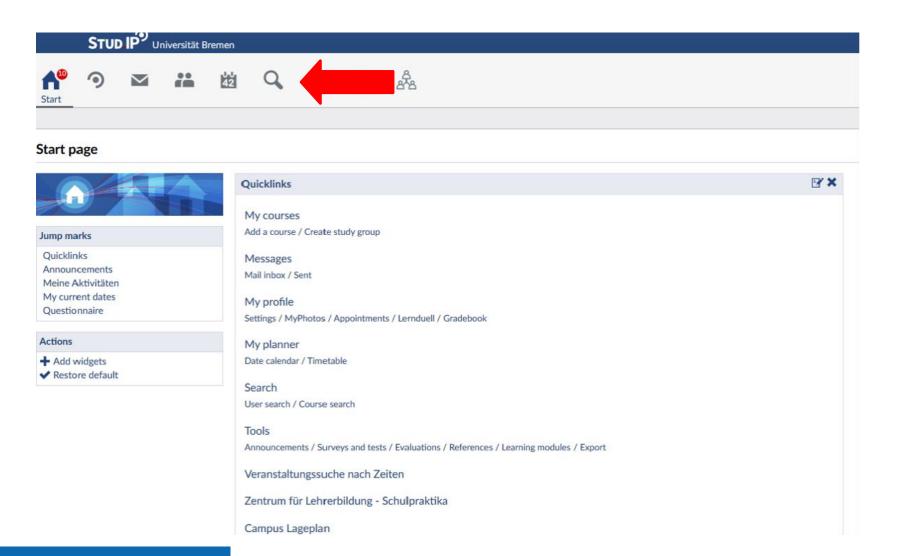
## 5. Log in to Stud.IP

Please click here for the link!





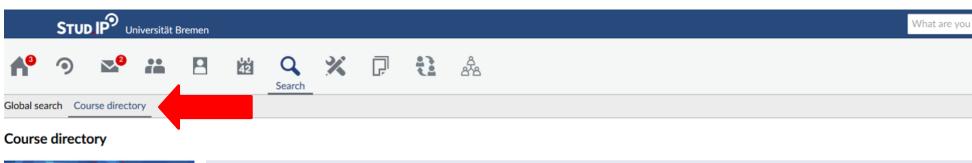
# 6. Register for courses in Stud.IP

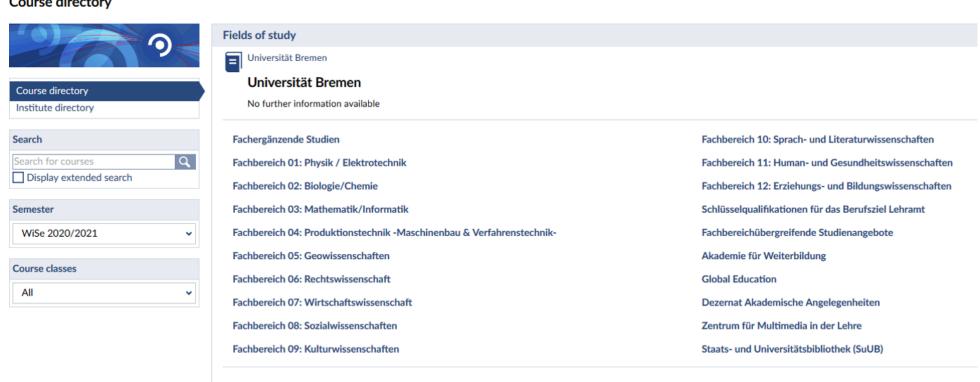






## Course directory

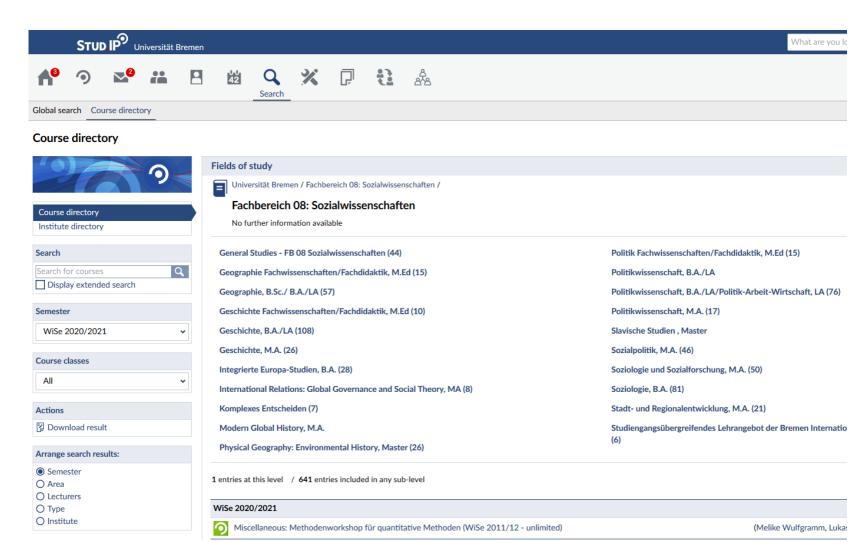




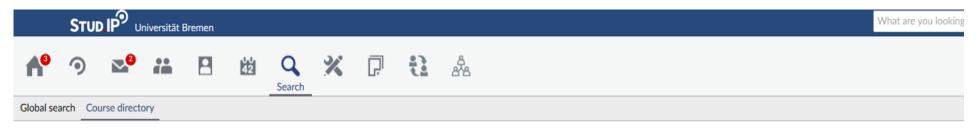




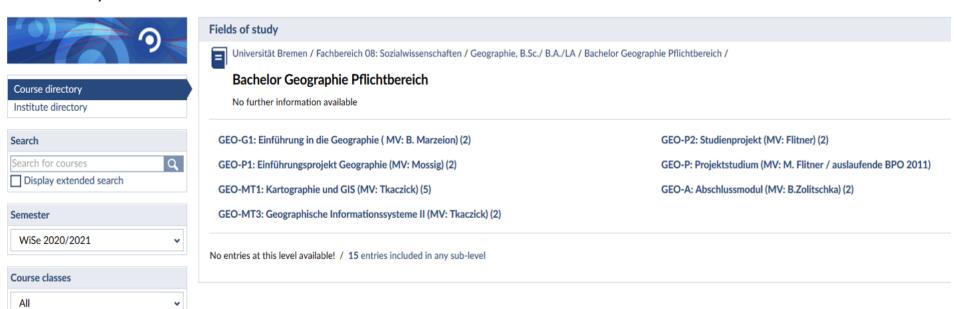
## Fields of Study







#### Course directory

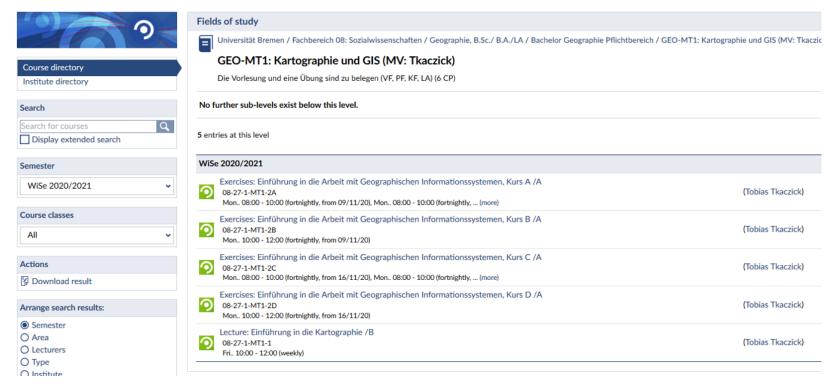








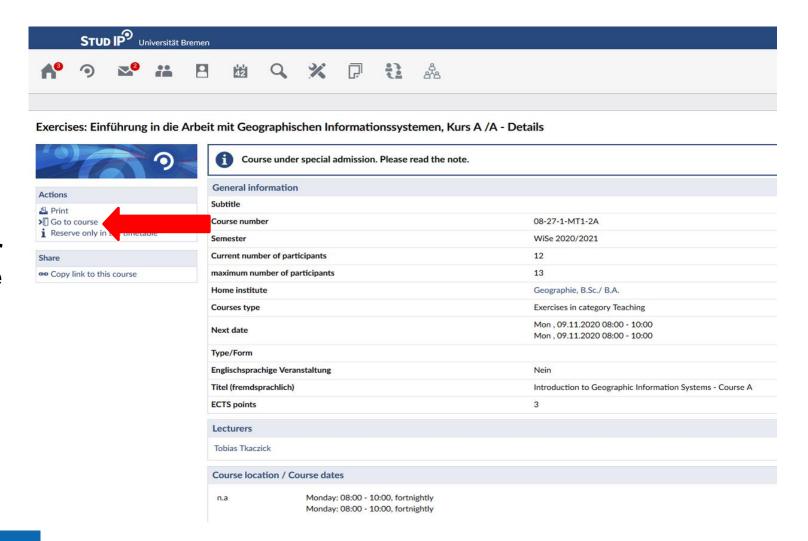
#### Course directory







- 1. Click through the courses until you find yours
- 2. Click on 'Go To course' to register
- 3. You can then see it in your course list and you can access the material





## **E-Learning System StudIP**

#### Please make sure that

- you receive your access data for StudIP before the 11<sup>th</sup> of March 2024
- you register for courses before the start of lectures
- you attend the lectures/seminars/practices in the first week of lectures, because the lecturers will communicate the type and topics of the exams in the first week of lectures

You can also find a step by step guide on how to register for courses on our Newcomer Service Website "How to study at the University of Bremen" HERE!



# **Enrollment as a Visiting Student at the University of Bremen**

- Deadline for enrollment is the 31<sup>st</sup> of March!
   Applications will not be considered by the Student Office after that date.
- If you have not paid the semester fee by 15<sup>th</sup> of February, you will not get your semester ticket in time!
- Please note:
  - ✓ the transfer/processing of the semester contribution might take up to 10 working days.
  - the electronic notification procedure for the health insurance (ESMV) might take up to 2 weeks



## **Types of Classes**

V - Lecture / Vorlesung

S - Seminar

Ü - Exercise / Übung

T - Tutorial / Tutorium

Ex – Excursion

SWS = Hours per week ("Semesterwochenstunden")

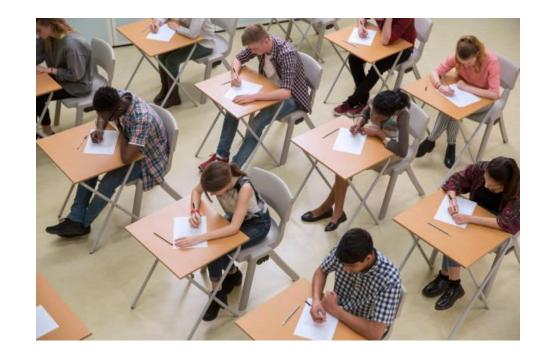




## Types of Exams

- Term paper / Hausarbeit (NO plagiarism!)
- Written exam / Klausur
- Oral exam / mündliche Prüfung
- Oral presentation / Präsentation

Exam Period **06.07.2024 – 30.09.2024** (but most exams will be held within the first month)





### **Upcoming/Orientation Weeks**

#### Before your arrival:

4. Info Session: 28.02.2024

The program of the orientation weeks with dates and times will be sent to you by mid February

Welcome Breakfast: 11.03.2024 → 9:00 – 11:30

- Mandatory for Participants of the language courses!
- Intensive German Language Course: 11.03. 28.03.24
  - 29.03. and 01.04. are national holidays! There will be no courses on these days.
- Info-Sessions of the faculties
- Campus Tours
- Welcome Desk of the Newcomer Service (assistance with formalities after arrival in Bremen by the Newcomer Service Tutors)
- Social Events organised by the Erasmus Initiative



### **Contacts**

- Registration for the exchange place in "Mobility Online":
  - Erasmus students: incoming@uni-bremen.de
  - Students from overseas co-operations: <u>studybremen@uni-bremen.de</u>
- Application for the enrollment as a visiting student ("MOIN"): master@vw.uni-bremen.de
- Housing application at "Studierendenwerk Bremen": wohnraumvermittlung@stw-bremen.de
- German intensive courses: <a href="mailto:hochschulkooperation-bremen@goethe.de">hochschulkooperation-bremen@goethe.de</a>
- Questions about orientation weeks, health insurance and visa: <a href="mailto:newcomer@uni-bremen.de">newcomer@uni-bremen.de</a>
- Problems with the VPN: vpn@uni-bremen.de



### Online Office Hours of the International Office

Office hours of the International Office Consultation Bureau (VWG, Room 0580):

Monday, Tuesday, Thursday: 09:00 – 12:00 (CEST)

Wednesday: 14:00 - 16:00 (CEST)

You can reach us online during our office hours.

For data protection reasons, only one person at a time can be in consultation.

Please be patient if you have to wait a bit.

You may also check the website of the **Newcomer Service** or the **International Office Website** for more information



### Thank you for your attention!

